

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Fire Station No. 1

November 09, 2016

7:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustee members present: R. Jack Clapp, Ron Roberts, and Fred Nelson.

Board trustee member absent: Jack Konitz, John Doty.

Staff: Fire Chief Paul Laisy, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Michael Hingiss, Christopher Moldenhauer, Leanna Fillman, Alison Meslin, Tom Eddy, Cynthia Waterman, Drew Hoel, Matt Dougherty, Derrik Gerke, Brian Hines, Grant Clapp, Jane Clapp, Jerry Peterson, Brian Loveless, Scott Beggs Lake County Budget and Finance Director.

Chair Clapp opened the meeting with the Pledge of Allegiance at 7:00 p.m. {00:06}.

Minutes October 12, 2016 {00:32} – Trustee Nelson motion to approve October 12, 2016.

Trustee Roberts second. VOTE: Unanimous Motion passed.

Communications {02:19} – Easthaven Baptist Church provided a certificate of liability insurance commercial coverage effective July 25, 2016 to July 25, 2019. The certificate was corrected to indicate the location of coverage at the Big Arm Station. The certificate is maintained in the district files. Salish & Kootenai Housing Authority provided a water rate notification for service at the Big Arm Station indicating no monthly fee effective January 1, 2017. Bonnie contacted S&K Housing for clarification following the board meeting. Polson Rural Fire will not be assessed a water rate charge effective January 1, 2017. The account is prepaid to June, 2017, therefore a refund will be acknowledged. Two fire departments in the area will be provided water service at no cost. Bonnie thanked S&K Housing for the generous consideration.

Claims: {04:35} – Trustee Nelson questioned Mission Valley Security, Inc. claim regarding the cellular communication fee. Chief Laisy commented the one time charge will access the security system to the cell towers. The Big Arm Station land line phone will be disconnected; therefore eliminating the \$56.00 per month charge. Trustee Roberts questioned the L.N. Curtis \$389.59 claim for structure boots. The unit price represents all sizes. Tom Eddy noted restaurant charges on the First Bankcard Visa listed as miscellaneous supplies. Tom suggested a budget line item specifically for food supplies related to training sessions. Bonnie suggested the charges should be consistent in a specific line item for completing the annual report to the Department of Administration. The budget also has a recruitment and retention line item. Alison Meslin noted the Unifire claim \$2,017.00 for gas tester and vehicle charger. Chief Laisy advised the meters and chargers were purchased in May and the invoice is a late bill. **Trustee Nelson motion to approve claims. Trustee Roberts second. VOTE: Unanimous Motion passed.**

Treasury Report for month ending October 31, 2016: {14:14} -

Lake County reports received and balanced with current fund balances listed following meeting.

| | |
|--|--------------|
| FUND # 7245 Operating Fund | \$ 23,703.75 |
| FUND # 7244 Voted Levy (5 mills with sunset) | \$ 58,016.50 |

552365

FUND # 7246 Capital Improvement Fund \$ 16,358.68
 FUND # 7243 Voted Levy Operating Fund \$ 2.40

Check numbers 6320– 6343 both inclusive issued 11/09/16 \$ 21,353.97
 Represents October, 2016 claims
 Operating claims \$7,022.30
 Debt Service \$14,331.67
 Command Vehicle \$ 2,908.75 Balance on loan \$23,269.95 final 11/30/20
 Fairgrounds Station \$11,422.92 Balance on loan \$43,193.58 final 11/15/18

Public Safety:
 Fire Chief payroll October 14 & 28, 2016 \$2,200.00
 Employer expense match SS & Medicare \$ 168.30
 Quickbooks processing fee \$ 3.50

A101 Revenue Receipts: October, 2016

Fund #7245

10/07/16 Receipt #A1-101036 Easthaven Baptist Church a/k/a West Shore Community Church
 Check #18830 utility payment Big Arm Station July, August, September, 2016 \$ 150.00

10/18/16 Receipt #A101-101127 SOM DNRC ACH Invoice #15-1124
 Jette 1 8/09/15 Pickup LA20374 \$ 52.30

10/18/16 Receipt #A101-101128 SOM DNRC ACH Invoice #15-1123
 Minesinger 8/14/15 Pickup LA20374 \$ 52.96

Dan Cassidy, DNRC confirmation: This payment was for John Fairchild's command vehicle on these two fires in 2015.

10/20/16 Receipt #A101-101158 SOM DNRC ACH Invoice #16-456
 Bierney Creek 8/23/16 – 8/28/16 \$4,884.44

10/20/16 Receipt #A101-101159 SOM DNRC ACH Invoice #16-457
 Bierney Creek 8/23/16 – 8/28/16 \$3,192.92
 Sub-total \$8,077.36

10/25/16 Receipt #A101-10216 SOM DNRC ACH
 Invoice #16-457528/527/529/531/526/524/530 Irvine Flats 8/6-8/7/16 \$3,562.90

10/25/16 Receipt #A101-101220 SOM DNRC ACH
 Invoice #16-525/523 Sullivan Creek 8/6-8/7/16 \$2,848.37

TOTAL DNRC OCTOBER 2016 \$14,488.63

Freightliner obligation to operating fund from DNRC revenue

Delivery transportation 1,850.00
 License plate 20.00
 AutoZone batteries, etc. 465.95 (One battery was donated)
 Polson Auto Parts 46.86
 Total to date 2,382.81 w/claims paid 11/09/16

Chief Laisy thanked Brian Loveless, manager of AutoZone for the battery and accessories donation and the knowledge to equip the freightliner with top of the line equipment. Brian is familiar with components and servicing military equipment. Chair Clapp thanked Bonnie for the report. Jack thanked Brian for the donation and expertise to service the freightliner. Trustee Nelson noted no additional tire fire response funds have been received. Steve Stanley is monitoring the tire fire response payment. Chair Clapp reported additional 2016 DNRC wildland response payments are being processed. **Trustee Roberts motion to approve treasury report. Trustee Nelson second. VOTE: Unanimous Motion passed.**

Chief's Report: {23:50} – Chief Laisy reported October, 2016 Polson Rural responded to 13 incidents including 7 vehicle accidents with the majority of the accidents deer collisions. 1 additional vehicle accident required extrication, 1 ambulance assist, 3 brush fire, 1 controlled burn, and 1 mutual aid call with Chief Cliff Fire Department. The majority of the calls are in the Jette area and beyond Big Arm. The Big Arm Station 2 volunteer team has been responding including the mutual aid call with Chief Cliff. The Big Arm volunteers have been doing a good job. Training included the state live propane fire prop with a team concept training to approach the propane fires. Continued training pump operations and drafting at Station 2, pump operations and drafting, and radio procedure for the entire district. Fire prevention programs were presented at Valley View School, Turtle Lake School, and Valley Christian School. Chief Laisy attended a meeting requested by Dayton School staff and OEM Director Steve Stanley. Paul assisted with a written response for safety measures at the school including various fire safety procedures, and fire arms issues. Station 1 and 2 volunteers completed additional research for ISO including engine and tender evolution. The documents were sent to ISO. Paul met with Cassie Normandeau, Lake County IT regarding rural fire website. Repaired headlights and tank lights on engine #319. Weekly and monthly apparatus checks were completed. Trustee Nelson and Chief Laisy attended the annual State Fire District Conference October 14-16. The conference included a presentation by a Helena area fire chief/CPA. The recommended example of a fire district operating budget was the exact Polson Rural Fire District format. The building committee and truck committee is moving ahead and meeting regularly. The Station 2 phone lines were removed. The alarm system is now operating off the cell towers. Charter phone service and cable service at Station 1 will provide a cost savings compared to the present service by Century Link. Trustee Roberts requested additional information on the meeting with Lake County IT. Chief Laisy reported the Rural Fire District website will be linked to the county website. The district will have the ability to modify the website with photos, post the agenda, minutes, and special meeting notices. Lake County IT department will automatically add the approved, recorded minutes monthly at no cost. Alison Meslin noted the November agenda was not posted and requested the agenda posted 48 hours prior to the meeting. Chair Clapp reported on the ISO requirements for additional testing including setting up a water supply with everyone sitting in the truck to flow 250 gallons per minute from a port-a-tank in under five minutes. The test was performed in one minute ten seconds. Additional reports were completed by the volunteers and submitted to ISO. Six private or home owner association water supply systems were identified for the report. The ISO will review the data and respond with a rating for the rural district. The rating system changed to include additional levels of certification (example 8, 8b) Chair Clapp thanked Chief Laisy for the report.

MEMBERSHIP REPORT {39:25} – Jane Clapp reported all volunteers received rural district sweatshirts purchased by the membership. The membership is completing a new apparel design

Polson Rural Fire District Supporter with the intent for sale to the public. The membership received a generous \$2,500 anonymous donation specifically for a stokes basket rescue device, and container for truck #316 and new truck lights. The donation is appreciated. An appeal letter will be sent in December. Last year the membership raised \$8,345 to help purchase thermal imaging cameras, firefighter uniforms, fun membership activities, donation to an injured firefighter, donation to high school senior class Special Olympics, purchase educational material for Fire Prevention Week. A Wal-Mart grant application will be submitted. The membership extends an invitation to the board members and staff to attend the Christmas party Saturday, December 17, 6:00 p.m. at the Sports Page Bowling Alley. Trustee Nelson reported the IRS may consider the apparel a benefit if worn other than for official business, therefore considered taxable. Alison Meslin suggested the membership and board review the fund raising letter for use of donations.

Old Business:

STATION TO SOUTH AREA OF DISTRICT UPDATE COMMITTEE {46:40} – Discussed in chief's report. Chief Laisy added the committee is reviewing the functions in the fire station. The concepts will be presented for the board to review.

6X6 TRUCK UPDATE COMMITTEE {47:02} – Discussed in chief's report. Additionally Chief Laisy reported technical data is being reviewed.

REVIEW POSTING OF MEETING MINUTES

WEBSITE AUTOMATIC UPDATE BY LAKE COUNTY IT DEPARTMENT {48:00}- Chair Clapp motion direct Chief Laisy to transfer the website completely to Lake County IT and Paul take charge of initial administration of various items agendas posted in a timely fashion, post minutes, and appoint assistance he needs to update and modernize the website. Trustee Roberts second. Tom Eddy questioned if Click Here Designs is involved in the proposal. The rural website is based on CHD proprietary templates that they sell. There may be some issues to port the template to another service. If an issue exists, the county may be obligated to redesign the website. **VOTE: Unanimous Motion passed.**

New Business:

CONSIDER FUNDS TRANSFER – FIRE INCOME {51:56} – Chair Clapp introduced the agenda item with the proposal to transfer 2016 DNRC revenue to the capital improvement fund for the Freightliner project or maintain the funds in the operating fund and utilize the funds as appropriate. Treasury report specified Freightliner obligation to operating fund from DNRC revenue total to date \$2,382.81 w/claims paid 11/09/16. Bonnie commented the July 26, 2016 minutes indicate a motion by Trustee Nelson to use donated funds for the Freightliner project. An expenditure line item #956 Truck #310 2009 Freightliner will track the project. A hard copy file should be maintained identifying check number, payee, and item purchases. Chief Laisy agrees the Freightliner project accounting should be maintained as a separate line item. The 2016 DNRC funds set aside for the Freightliner project in the capital reserve fund approved budget was \$12,038. Trustee Roberts suggested the full board present to make a decision.

EXECUTIVE SESSION – CONSIDER NEW PERSONNEL {55:30} – Chair Clapp advised the board will recess to a brief executive session to consider a volunteer application.

SPECIAL EXECUTIVE SESSION – THURSDAY, NOVEMBER 10, 2016 6:30 P.M.

STATION 1 FOR PERSONNEL MATTERS {CLOSED TO PUBLIC}

{55:47} Chair Clapp announced a special executive session will take place Thursday, November 10, 2016 6:30 p.m. at Station 1 for a confidential personnel matter to be addressed by the board. The executive session is closed to the public.

Chair Clapp thanked everyone for attending.

ADJOURNED TO EXECUTIVE SESSION {55:51} - Adjourn 7:47 p.m.

Reconvene {00:02} Chair Clapp indicated the board met and considered the recommendations of the committee and Chief Laisy. The board welcomed Brian Loveless as a probationary member of the Polson Rural Fire District. Those in attendance offered an applause.

Public Input on Non Agenda Items: {00:35} – Alison Meslin requested the board review the By-laws amendment November, 2015 relating to Article VII Meeting and Records, D. Rules of Order.

All matters before the Board shall be addressed as follows:

Identification of issue and discussion by Board members;

Comments from the public;

Motion and second by Board members, as appropriate;

Further discussion by the Board;

Further comments from the public;

Amendment or withdrawal as indicated;

Vote of Board.

On all issues, there shall be afforded the Board and the public adequate opportunity for comment.

Chair Clapp replied hopefully no one has been ignored or not afforded an opportunity to comment. The board will review the amendment.

Adjourn: {0:39} – Trustee Nelson motion to adjourn. Trustee Roberts second.

VOTE: Unanimous Motion passed.

ADJOURN: 7:53 p.m.

Next regular scheduled meeting December 14, 2016 7:00 p.m. at Fairgrounds Station No. 1


R. Jack Clapp, Chair


Jack Konitz, Secretary-Treasurer


Bonnie M. Manicke, Recorder

Polson Rural Fire District

25B Regatta Road Polson, MT 59860 406.883.4244

AGENDA

Polson Rural Fire District Trustee Monthly Meeting
November 9, 2016 at 7:00 p.m. Station #1 Fairgrounds Station

Trustee Meeting Includes:

Review Minutes – October 12, 2016
Communications
Review & Approve Claims
Treasurer's Report
Chief's Report
Membership's Report

Old Business Including:

Station to South update (committee)
6x6 truck update (committee)
Review posting of meeting minutes
(website automatic updating through court house posting)

New Business Including:

Consider funds transfer - fire income
Executive Session-consider new personnel
Special Executive Session -Thursday 11/10/2016 6:30 p.m. Station 1
for personnel matters – Closed to public!

Public Input on Non Agenda Items:

Chief's tip for the Month: "Test your smoke alarms and shake fire extinguishers monthly"

**All residents of the Polson Rural Fire District and interested general public are encouraged to attend. Resident's questions and ideas help to keep the trustees informed and assist them in formulating their decisions. Any member of the public wishing to submit items for Board review/consideration needs to submit them to the Board Clerk Jack Konitz (email sskonitz@gmail.com) at least ten (10) days in advance of the meeting. For a full text of approved minutes contact board clerk or find available at county court house. For a view of the upcoming agenda please go to www.polsonruralfire.org.

October, 2016 claims Approved November 9, 2016

| Num | Description | Memo | Category | Amount |
|------|----------------------------------|--|--|-----------|
| 6320 | S AutoZone | Inv#3429672509 | 956 Truck#310 2009 Freightliner | -21.97 |
| | | Inv#3429673246 4-Optima starting batteries | 956 Truck#310 2009 Freightliner | -443.98 |
| | | NOTE: 2-batteries donated \$443.98 | 956 Truck#310 2009 Freightliner | 0 |
| 6321 | S Century Link | Acct #41061412 406 849-5666 | 304 Phone (Landline) - Big Arm Station | -56.82 |
| | | Acct #411978591 406 883-4244 | 317 Phone (Landline) - Fairgrounds Stn. | -67.37 |
| 6322 | City Of Polson | Utility Billing Acct 7304 FairgroundsStnFillSpoutOct, 2016 | 316 Water Fill Spout - Fairgrounds Stn. | -61.34 |
| 6323 | S Complete Wireless Technologies | Inv#90610 2-Bendix King VHF 9.5 antenna | 206 Radios & Pagers, Repair | -36.00 |
| | | Shipping | 206 Radios & Pagers, Repair | -12.95 |
| 6324 | S Davis & Brown CPAs PC | Inv#12483 10/04/16 3rd Quarter Payroll Reports | 345 Payroll Accounting Fire Chief Salary | -78.30 |
| | | Inv#12483 10/12/16 payroll | 346 Payroll Processing Intuit Fee | -17.40 |
| | | Inv#12483 10/25/16 work comp audit schedule | 346 Payroll Processing Intuit Fee | -4.64 |
| | | Inv#12483 10/26/16 payroll | 346 Payroll Processing Intuit Fee | -26.10 |
| | | Inv#12483 10/28/16 work comp audit email cash journal | 346 Payroll Processing Intuit Fee | -4.83 |
| 6325 | First Bank Card | Acct #4988 6591 3460 3266 Montana Ace Polson Chg | 209 Building Supplies (Repair&Maint) | -9.99 |
| 6326 | S First Bank Card | 10/04/16 Fiesta En Jalisco Polson | 202 Miscellaneous Supplies | -35.27 |
| | | 10/11/16 Pizza Hut Polson | 202 Miscellaneous Supplies | -60.61 |
| | | 10/19/16 Raney's Inc Truck #326 HVAC knob | 211 Vehicle Repair & Maint Supplies | -16.00 |
| | | 10/25/16 New candidate firefighter | 508 Background Checks (New Firefighters) | -14.50 |
| | | 10/26/16 Training material Amazon | 332 Training | -11.98 |
| | | 10/26/16 Training material Amazon | 332 Training | -218.26 |
| | | 10/26/16 ExtrationJacket/Device Amazon | 332 Training | -89.25 |
| | | 10/26/16 Training material Amazon | 332 Training | -47.80 |
| | | 10/27/16 EmergencyMedRespWorkbook Amazon | 332 Training | -62.35 |
| 6327 | Cara Hingiss | October, 2016 weekly cleaning Fairgrounds Stn. | 321 Cleaning Services - Fairgrounds Stn. | -125.00 |
| 6328 | S L.N. Curtis & Sons | Inv#37513 Structure boots | 204 Turnouts Structure & Wildland | -389.59 |
| | | Inv#42755 5-custom letter patch sew on | 204 Turnouts Structure & Wildland | -270.00 |
| | | 3/24/16 Credit memo #CM938 | 204 Turnouts Structure & Wildland | -73.80 |
| 6329 | Lake County | Pym#2 2016 Ram 1500 SSV CrewCab Pickup VIN 1C6RR7XT2GS235978 | 615 Loan with Lake Co Command Veh #300 | -2908.75 |
| 6330 | S Mission Valley Power | Locaton #2806820000 | 302 Electricity - Big Arm Station | -80.37 |
| | | Location #2876820001;2876820002 {2-security lights} | 302 Electricity - Big Arm Station | -25.62 |
| | | Location #2400744000 | 315 Electricity - Fairgrounds Station | -365.96 |
| 6331 | S Mission Valley Security, Inc. | Invoice #11603 1-cellemetry radio communicator | 305 Security - Big Arm Station | -79.00 |
| | | Invoice#11603 CellularCommunicationFee{OctPro-rate | 305 Security - Big Arm Station | -10.24 |
| | | Invoice#11603 CellularCommunicationFee Nov,Dec | 305 Security - Big Arm Station | -21.90 |
| | | Invoice #11603 10/13/16 RemoveAlarmCode&AccessCode | 318 Security - Fairgrounds Station | -32.50 |
| | | Invoice #11603 10/13/16 RemoveAlarmCode&AccessCode | 305 Security - Big Arm Station | -32.50 |
| 6332 | S Montana Ace Polson | Inv117001181 Batteries Rayo C&D; AAA | 211 Vehicle Repair & Maint Supplies | -39.95 |
| | | Inv#117001480 filler cap Stihl | 211 Vehicle Repair & Maint Supplies | -6.99 |
| | | Inv#117001480 fasteners | 211 Vehicle Repair & Maint Supplies | -1.78 |
| | | Inv#117001480 shop labor | 211 Vehicle Repair & Maint Supplies | -32.50 |
| 6333 | Montana State Fund | Policy#03-434961-3 Inv#12498653 Workers' Comp Inst2/4 | 506 Worker's Compensation | -1262.10 |
| 6334 | Montana State University | Inv#1375-5 Training Propane 10/04/16 | 332 Training | -100.00 |
| 6335 | Polson Auto Parts, Inc. | Acct #5824Inv#405457 Truck#956 BattCableTerm,CableLug,StarterLug | 956 Truck#310 2009 Freightliner | -46.86 |
| 6336 | Providence Health Service | Acct #578580 Rose, Verner | 505 Firefighters Physicals | -109.00 |
| 6337 | Republic Services | Acct #3-0889-0014329 Inv#0889-001818312 | 319 Disposal Service - Fairgrounds Stn. | -57.80 |
| 6338 | S Unifire | 2-MSA air 4X phosporoscental | 201 Operating Supplies | -1622.00 |
| | | 2-MSA vehicle charger | 201 Operating Supplies | -380.00 |
| | | Shipping | 201 Operating Supplies | -15.00 |
| 6339 | UPS Store | October, 2016 Shipping | 206 Radios & Pagers, Repair | -73.91 |
| 6340 | U.S.Postal Service | 1-roll postage stamps | 220 Office Supplies | -47.00 |
| 6341 | S Valley Bank-Ronan Branch | Principal | 00605-BuildingFairgroundsStnLoan | -10390.40 |
| | | Interest | 00605-BuildingFairgroundsStnLoan | -1032.52 |
| | | BalOutstdgfollowing pymt 43,193.58 | 00605-BuildingFairgroundsStnLoan | 0 |
| 6342 | S Wal Mart Polson | Inv#002341 2-supertech def Truck #313 | 201 Operating Supplies | -15.76 |
| 6343 | S WEX Bank | Truck #314 | 210 Gas, Diesel,Oil | -30.48 |
| | | Truck #301 | 210 Gas, Diesel,Oil | -66.58 |
| | | Truck #318 | 210 Gas, Diesel,Oil | -64.59 |
| | | Truck #328 | 210 Gas, Diesel,Oil | -48.22 |
| | | Truck #326 | 210 Gas, Diesel,Oil | -41.71 |
| | | Truck #324 | 210 Gas, Diesel,Oil | -30.84 |
| | | Truck #300 | 210 Gas, Diesel,Oil | -82.82 |
| | | Truck #333 | 210 Gas, Diesel,Oil | -58.68 |
| | | Truck #313 | 210 Gas, Diesel,Oil | -31.14 |
| | | | TOTAL OCTOBER, 2016 CLAIMS | -21353.97 |